

# New Wiki Contributors Training – Lesson 3

## 01 Sep 2011

### Welcome

Welcome, everyone, to the third lesson, out of twelve, of the New Wiki Contributors Training.

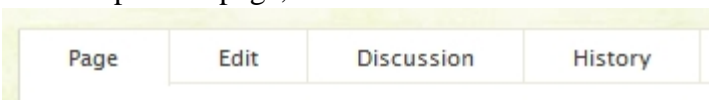
### Scheduled Topics

The topics for today are: Editing pages using the Rich Text/FCK editor; setting up your User page; watching pages and understanding the Watched Pages e-mail.

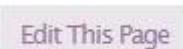
### Editing pages using the FCK Editor

To make changes on any Wiki article or User page, you will need to use the special editing features of the MediaWiki software. The editing page can be accessed in several different ways, once you are signed in:

- In the Navigation column (Nav bar) on the right, under Views, click **Edit**
- At the top of the page, click the **Edit** tab



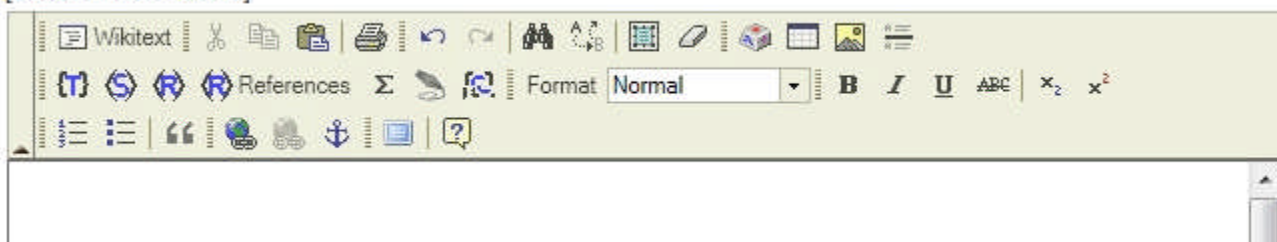
- Near the top of the page, to the right of the page's title, click **Edit This Page**



- To the right of the title for any section, click the **Edit section** icon 

This is the toolbar you will see:

[\[Disable rich editor\]](#)




















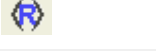



















It is called the FCK or Rich Text editor toolbar. (The FCK in FCK editor stands for **F**rederico **C**aldeira **K**naabben, the creator of the editor. We are currently using version 1.01. Knaabben changed the program's name to **CK editor** beginning with v3.0. The CK letters now stand for **C**ontent and **K**nowledge. As our MediaWiki version is 1.15, we cannot yet use the new editor, which was written for MediaWiki version 1.16.)

This is one of three ways to edit in the Wiki. The others are using the Standard editor toolbar, accessed by clicking the [\[Disable rich editor\]](#) link above the FCK editor toolbar; and using Wikitext, accessed by clicking the **Wikitext** button on the same toolbar. We'll learn how to use those in later training meetings.

When the editor first opens, some of the tools will be grayed-out, but will become available as you add content in the editing window.

Below is a description of each of the buttons or tools on the current FCK editor toolbar:

	<b>Hide Toolbar.</b> Click this button to collapse or expand the toolbar.
	<b>Wikitext.</b> Switches the editor into Wikitext mode.
	<b>Cut.</b> Allows users to cut text from one location on the page and pasted in another location. This button is only active when text has been selected on the page.
	<b>Copy.</b> Allows users to copy text on the page to paste in another location. This button is only active when text has been selected on the page.
	<b>Paste.</b> Allows users to paste or insert copied or cut text into another location on the page.
	<b>Print.</b> This button triggers the user's computer to print the editing window of a page.
	<b>Undo.</b> This button allows users to undo the last editing action or actions.
	<b>Redo.</b> This button is only active when the user has clicked the <b>Undo</b> button. This reverses the "undo" action.
	<b>Find.</b> This button helps the user search for a word or phrase within the editing window.
	<b>Replace.</b> This button allows the user to replace a word or phrase located within the editing window with another word or phrase.
	<b>Select All.</b> This button allows the user to select everything in the editing window. This can be helpful when trying to copy text into another document.
	<b>Remove Format.</b> Occasionally, when trying to format text, the editor will format more text than you intend if there is not enough space between the lines. Highlight the text you want to remove formatting from, and click this button.
	<b>Insert Special Character.</b> This button contains characters such as many diacritics, accents, and symbols not available on your keyboard.
	<b>Insert/Edit Table.</b> This button allows you to insert or edit a table with a specific number of rows and columns.
	<b>Insert/Edit Image.</b> This button helps users insert or edit images.
	<b>Insert Horizontal Line.</b> This button inserts a horizontal line anywhere on the page.
	<b>Insert/Edit Template.</b> This button allows users to add or edit a template (an advanced feature).
	<b>Insert/Edit Special Tag.</b> This button allows users to add or edit tags or metadata to articles.
	<b>Insert/Edit Reference.</b> This button allows users to insert or edit footnote-like citations or references in an article.
	<b>Insert References Tag.</b> This button allows users to insert the <references /> tag.
	<b>Insert/Edit Formula.</b> This button allows users to insert or change mathematical formulas, similar to those in spreadsheets. This can be helpful for calculating information in tables.
	<b>Insert Signature.</b> This button allows users to automatically add their signature with a date and timestamp (--- formatting).
	<b>Insert/Edit Categories.</b> This button allows users to insert or edit categories.
Format <span>Normal</span> ▼	<b>Format Text.</b> Allows users to change text size through a select number of headings.

	<b>Bold.</b> This button allows users to add bold formatting to selected text.
	<b>Italic.</b> This button allows users to add italic formatting to selected text.
	<b>Underline.</b> This button allows users to underline selected text.
	<b>Strike Through.</b> This button allows users to strike through text rather than deleting it.
	<b>Subscript.</b> This button allows users to type text that falls slightly below the line level.
	<b>Superscript.</b> This button allows users to type text that rises slightly above the line level.
	<b>Insert/Remove Numbered List.</b> This button allows users to create or delete the numbering of a list.
	<b>Insert/Remove Bulleted List.</b> This button allows users to create or delete the bulleting of a list.
	<b>Blockquote.</b> This button allows users to create a block quote within an article.
	<b>Insert/Edit Link.</b> This button helps users insert or change a link to another page or website.
	<b>Remove Link.</b> This button removes hyperlinks from text in an article. This button is only active when the cursor is on an active hyperlink.
	<b>Insert/Edit Anchor.</b> This button allows users to create a place in an article that users may access directly, either from the content pane, or from a separate web address. This is helpful for lengthy articles, or to allow users to quickly view a specific part of an article.
	<b>Maximize the editor size.</b> This expands the editing window to full screen, to provide more visible area in which to edit an article. Click this button again to remove the full-screen editing mode.
	<b>About FCK editor.</b> This button <i>should</i> (but does not) include information about the current version of FCK editor being used.

Some things to remember about editing:

1. You must be signed in, and in one of the three editing modes
2. Preview your work – below the editing window, click **Show preview**
3. Summarize your work – below the editing window, in the **Summary** box, briefly describe the change(s) you made to the page
4. Save your work –
  - Don't leave the page before saving, or everything you did will be erased
  - Save frequently, as the Wiki has a timeout of 24 minutes after you begin editing
  - Below the editing window, click **Save page**

Summary:

☐ This is a minor edit ☒ Watch this page

[Cancel](#) | [Editing help](#) (opens in new window)

## Watching pages / Understanding the Watched Pages e-mail

“Watching” a page means that you wish to be notified when any changes have been made to a given page. Your watchlist is, literally, a list of the pages that you are watching. Your User page and its associated Talk page are automatically watched.

To watch a page, click either the **Watch** link on the top right of a page or the **Watch** link on the Navigation bar (Nav Bar > Views > Watch); or when in editing mode, below the editing window, place a checkmark in the box labeled **Watch this page**.

You can also automatically watch any page that you edit, move, or create by selecting those options in your preferences (Nav bar > Personal Tools > My Preferences > Watchlist).

- ☒ Add pages I create to my watchlist
- ☒ Add pages I edit to my watchlist
- ☒ Add pages I move to my watchlist

When any changes have been made to a page that you are watching, other than those you make yourself, you will receive an e-mail from WikiAdmin <support@familysearch.org>. Please make sure that your e-mail provider lets these go through.

The screenshot shows an email notification from FamilySearch Wiki. The email is addressed to 'SuperGenealogist'. It informs the user that the 'Help:Edit and Contribute' page has been changed on 15:02, 1 March 2011 by 'VasquezJL'. It provides a link to the current version and a link to see a side-by-side comparison of the versions. It also mentions that the editor's summary was 'column spacing This is a minor edit'. The email provides contact information for the editor, 'VasquezJL', including a link to the editor's e-mail and a link to the editor's user page. It states that there will be no other notifications in case of further changes unless the user visits the page. It also mentions that the user could reset the notification flags for all their watched pages on their watchlist. The email is signed off by 'Your friendly FamilySearch Wiki notification system'. At the bottom, it provides a link to change watchlist settings and a link for feedback and further assistance.

Dear SuperGenealogist,

The FamilySearch Wiki page Help:Edit and Contribute has been changed on 15:02, 1 March 2011 by VasquezJL, see [https://wiki.familysearch.org/en/Help:Edit and Contribute](https://wiki.familysearch.org/en/Help:Edit_and_Contribute) for the current version.

See [https://wiki.familysearch.org/en/index.php?title=Help:Edit and Contribute&diff=0&oldid=562341](https://wiki.familysearch.org/en/index.php?title=Help:Edit_and_Contribute&diff=0&oldid=562341) for all changes since your last visit.

Editor's summary: column spacing This is a minor edit

Contact the editor:  
mail: <https://wiki.familysearch.org/en/Special:EmailUser/VasquezJL>  
wiki: <https://wiki.familysearch.org/en/User:VasquezJL>

There will be no other notifications in case of further changes unless you visit this page.  
You could also reset the notification flags for all your watched pages on your watchlist.

Your friendly FamilySearch Wiki notification system

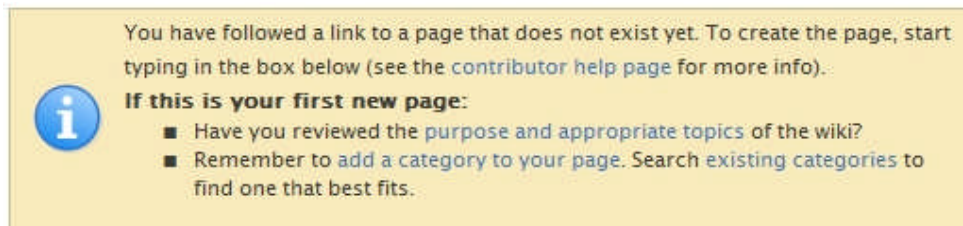
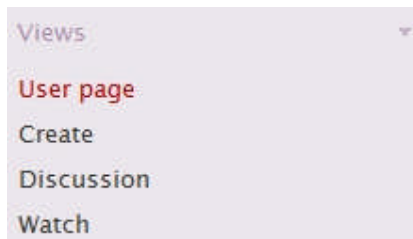
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To change your watchlist settings, visit <https://wiki.familysearch.org/en/Special:Watchlist/edit>

Feedback and further assistance: <https://wiki.familysearch.org/en/Help:Contents>

## Setting up your User page

Every user who signs in to the Wiki has a User page available to them. It's a feature to help other people know who you are, and to bring the Online community closer together. Think of it as a 'profile' page. If no content to the page has yet been added, the User page link will be in red. You must be signed in to edit this page.



To start your page:

1. Sign in to the FamilySearch Research Wiki
2. On the Navigation bar, click **your User name** (Nav bar > Personal tools > *Your User name*)
3. Click **Create** (Nav bar > Views > Create).
4. Add some content using the editing method listed above, and then save the page

You have now set it up. In coming weeks we'll talk about various ways to enhance your User page. For now, you are encouraged to practice the skills you have already learned, and study the help pages for those skills. It's a lot easier to learn bit-by-bit, than it is to try learning it all at once.

## Next Week

Next week's topics will be: Creating and editing links; setting up your Sandbox (a subpage) and linking back to your User page; using Talk pages; signing your name

## Web links, opened, in this order

1. [https://wiki.familysearch.org/en/Main\\_Page](https://wiki.familysearch.org/en/Main_Page) (Wiki home page)
2. [https://wiki.familysearch.org/en/Help:Edit\\_and\\_Contribute](https://wiki.familysearch.org/en/Help:Edit_and_Contribute)
3. [https://wiki.familysearch.org/en/Help:Basic\\_Editing](https://wiki.familysearch.org/en/Help:Basic_Editing)
4. [https://wiki.familysearch.org/en/Help:The\\_Editing\\_Tool\\_\(FCK\\_Editor\)](https://wiki.familysearch.org/en/Help:The_Editing_Tool_(FCK_Editor)) (Note: needs updating)
5. [https://help.familysearch.org/kb/tutorials/en/fsdemos/FS\\_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/Wiki-Edit](https://help.familysearch.org/kb/tutorials/en/fsdemos/FS_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/Wiki-Edit) (Editing a Wiki Article demo; 6:23)
6. [https://help.familysearch.org/kb/tutorials/en/fsdemos/FS\\_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/WikiWatch](https://help.familysearch.org/kb/tutorials/en/fsdemos/FS_index.html?v=https://help.familysearch.org/kb/tutorials/en/fsdemos/WikiWatch) (Watching Wiki Articles demo; 7:30)
7. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:User\\_page](https://wiki.familysearch.org/en/FamilySearch_Wiki:User_page)
8. <https://wiki.familysearch.org/en/User:Cottrells>
9. <https://wiki.familysearch.org/en/User:JensenFA>
10. [https://wiki.familysearch.org/en/FamilySearch\\_Wiki:User\\_page](https://wiki.familysearch.org/en/FamilySearch_Wiki:User_page)
11. [https://wiki.familysearch.org/en/Help:User\\_page](https://wiki.familysearch.org/en/Help:User_page)
12. <https://wiki.familysearch.org/en/index.php?title=User> (sample uncreated user page)
13. <https://wiki.familysearch.org/en/index.php?title=User&action=edit&redlink=1>